

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to formally request leave for my child, [Child's Name], who is a [grade/class] student at [School's Name]. Due to [brief explanation of the reason, e.g., a family emergency, medical issue, etc.], we will not be able to attend school from [start date] to [end date].

We understand the importance of attending school and will ensure that [Child's Name] completes any assignments or homework missed during this period.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if submitting a hard copy)]